

JOB DESCRIPTION

JOB TITLE: QUALIFICATIONS AND ASSESSMENT DEVELOPMENT MANAGER

Reporting to: Head of Awarding Research and Development

Salary: £25k - £35k pa *according to ability and experience*

JOB PURPOSE

To manage an individual portfolio of qualifications, assessments and resources within defined sectors within a secure and confidential environment.

To maintain an understanding of the education marketplace to ensure that the portfolio of existing and future products is meeting customer needs and achieving growth, reach and company values.

Working with partners, stakeholders and specialists, manage the lifecycle of review and development projects, assessment strategies, e-enabled systems and regulatory requirements.

MAIN DUTIES AND RESPONSIBILITIES

- 1 Develop and deliver an annual plan linked to the product strategy that includes the review, re-develop, development and research required for own portfolio.
- 2 Identify and submit recommendations and business cases for review, re-development and development requests for qualification, assessments and resources in line with company requirements.
- 3 Effectively source, commission and manage specialist negotiating effectively in order to achieve ambitions.
- 4 Be responsible for and manage the preparation, revision and re-submission of evidence, including specifications, in order to meet company, regulatory and stakeholder requirements.
- 5 Foster effective working relationships and attend relevant meetings with appropriate bodies including Membership, Professional and Trade Bodies, employers and centres.
- 6 Be responsible for proposing assessment strategies for qualifications and assessments and developing methodologies that maximise the use of appropriate e-enabled systems.
- 7 Maintain and gain external support, recognition and endorsement for qualifications, assessments and/or resources as required by product type.
- 8 Manage working groups, and linked administrative tasks, with specialists and other relevant parties responsible for assisting the development and re-development of qualifications, assessments and resources.
- 9 Be responsible for identifying and developing appropriate learning and assessment support materials, particularly e-enabled products and systems where appropriate.

- 10 Manage and maintain webpage content for qualifications, assessments and resources in own portfolio, ensuring the information follows company styles, company requirements and is fit for purpose, accurate, up-to-date and free from bias.
- 11 Maintain and develop own knowledge and understanding, attending appropriate meetings and training and disseminating information across the team and other relevant personnel.
- 12 Manage the relevant processes and procedures to ensure consistency of assessment practice year on year, in and across centres and customers, including standardisation.
- 13 Ensure that internal and external procedures are followed and that internal and external systems are kept up to date, appropriate and accurate.
- 14 Provide efficient and effective support to internal and external customers.
- 15 Report to the Head of Awarding Research and Development monthly in writing.

The above duties are not exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Head of Awarding Research and Development.

The post holder will be expected to adopt a flexible approach to support the efficient and effective running of the Company.

OTHER DUTIES

- 1 To ensure awareness of and compliance with all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by the Skills and Education Group for individual or collective use in the performance of duties.
- 3 To keep up to date, so far as is necessary, for the efficient execution of the role, with new legislation, procedures and methods.
- 4 To participate in the Company's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the post and to support the Company's strategic objectives.
- 5 To uphold and promote the Company's Equal Opportunities and Diversity policies and practices, respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment.
- 6 To present an appropriate professional image on official Company business.

TERMS AND CONDITIONS

This post is subject to the terms and conditions determined by the Skills and Education Group.

November 2018